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## MEMORANDUM

TO: Area Top Secret Control Officers.

SUBJECT: Meeting of Area Top Secret Control Officers.

1. There are many problems relative to an efficient Top Secret control system. To resolve them, we need your cooperation. You will have an opportunity to discuss with us your ideas at a meeting of all Area Top Secret Control Officers on Friday, 12 September 1972, in Room 2125, M Building at 2:00 p.m. It would be appreciated if we were to have full attendance at this meeting to take up problems such as:

a. Installation of a uniform Top Secret control system throughout CIA by use of control cards (sample of card and explanation attached as Annex 1).

b. Control and numbering of documents in draft. - Documents should fall within the control system immediately upon assuming readable form while in the draft stage.

c. Multiple CIA numbering of documents sent directly to Areas by outside agencies.

d. Multiple CIA numbering of actions on the same document. It has been recommended that a control number should be assigned by the originating CIA Area and all actions taken on the document by other Areas should bear the same basic control number.

e. Signature record and cover sheet. - Discussion of its effectiveness and suggestions for refinement or improvement.

f. Destruction of documents and waste. - Suggestions for improvement of destruction system.

g. Inventory of documents. - It is imperative that CIA institute periodic inventories to account for all copies of Top Secret documents. Methods of initiating and carrying out inventories will be discussed briefly.

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2. Please make a careful study of the above items prior to the meeting. Suggestions and/or questions should be presented at the meeting in writing in order that detailed study can be accorded. The meeting itself should move rapidly in order that all of the above items can be covered in one session.


3. Our objectives are to:

- a. Simplify and standardize the control system.
- b. Insure its effectiveness and practicability.
- c. Assist you in solving your control problems.
- d. Obtain an exchange of ideas on problems and improvements.

These objectives can be reached only with your full cooperation.

4. The Organization and Methods Service and the Office of Security will send representatives to assist in the discussion.

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CIA TS Control Officer.

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## ANNEX I. UNIFORM TOP SECRET CONTROL SYSTEM.

## I. Objectives.

1. Uniformity of operation in all Areas of CIA.
2. Control through cards to allow more flexibility in filing, more complete records with fewer manual entries, tighter controls.
3. Abolish logs and document receipts.
4. Centralize in Central Top Secret Control a master record of movement of all documents, and responsibility for signed receipts for documents moving across Area boundaries.
5. Simplification of periodic inventories.
6. Eliminate duplication of work in Areas and Central Top Secret Control.

II. Sample Card -- Actual Size -- To be printed in sets of five (5) with carbon interleaved. (Steel secure file cabinets available upon order)

Source		CIA Control No	
Doc No	Cy No	Copy No(s)	
Doc Date		Recd From	
No Pages		Date	
Att	Encl	Sent To	
Subject:		Date	
Copy No	Routing	Signature	Date and Time In : Date and Time Out

## III. Procedure

## A. Dispatch of TS document to other CIA Area.

1. Type one set of cards (5 copies) for each copy or set of copies of document forwarded to other CIA Area (or sub-station).
2. File 1 copy of card by control number.
3. File 1 copy by source.
4. Attach 2 copies to document.
5. Hold 1 copy to send to Central TS Control in batch as of close of business on Thursday of each week.

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-2- **CONFIDENTIAL**B. Receipt of Document from Other CIA Area.

1. Sign 1 copy of control card, enter date and time in, and hold to send to Central TS Control in batch as of close of business on Thursday of each week.
2. Enter internal distribution within Area (or Sub-Station) on one copy of card, obtain signature of first recipient of each copy number on card, enter date and time in and in pencil the date and time it should go out; file by control number. Flag the card for follow-up on the appropriate date in order to facilitate movement on multiple routing and to insure return of the document to the Area TSCO for retention, destruction, or dispatch to another area. Ideally, the document should return to the Area TSCO between each internal routing so that signatures, dates and times may be recorded. If not practicable, the Area TSCO can instruct each recipient to give notification by telephone when the document is dispatched to the next routing point, and note this information on the card.
3. If a document is dispatched to another Area, follow procedure in A above and staple the control number card in A on top of the internal routing card for filing.
4. If document is destroyed, stamp "DESTROYED" across the face of the control number card, sign and date. File the control number card and send "source" card to Central TS Control each Thursday.

C. TS Document Received from Outside Source.

1. Type one set of cards to cover internal distribution.
2. File one copy by control number (with signature of first recipient and date.)
3. File one copy by source.
4. Hold two copies of card to send to Central TS Control as of close of business on Thursday of each week.
5. The extra copy of the control card can accompany the document through internal routing if desired, or be used as the suspense card.

D. Dispatch of TS Document to Outside Agency or Field.

1. Type one set of cards for each distribution point.
2. File 1 copy of card by control number.
3. File 1 copy by source.
4. Prepare single copy of document receipt, indicating the return addressee as CTSCO, \_\_\_\_\_ M Building, and attach to document (stamp with this address may be ordered).
5. If document is to be transmitted through Central TSC, attach three copies of card.
6. If document is sent direct, hold three copies of card to be sent to Central TSC as of close of business each Thursday. CTSC will be responsible for maintaining suspense and follow-up on document receipt.

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